



## Information Technology Assistant

**Confidential Non-Exempt**

**Hours: 37.5 per hour**

**Pay Rate: \$21.39**

**Immediate Supervisor: Coordinator of Information Technology & Technical Services**

**Position Summary:** Provides standard technical support, maintenance and training related to computer operations, user and desktop support (hardware and software). Performs a variety of moderately complex information technology support duties to ensure smooth delivery of technology services. Utilizes computer equipment, software and diagnostic tools to perform a broad range of customer assistance. Updates supervisor on status of projects or technical issues. Exercises judgment and creativity in selecting and applying procedures correctly, and determines when to refer problems to the supervisor.

The potential candidate should possess the ability to be a team player but also be able/willing to troubleshoot issues to completion individually.

**Education:** High School diploma and one year (minimum) of computer technology training. Two year associates degree in electronic technology, computer technology or equivalent highly desirable. Associates or Bachelor's degree preferred. At the sole discretion of the Library Director, any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

**APPLICATION PROCEDURE:** Submit resume and three business references to the Fairfield County District Library c/o Becky Schaade, Library Director, 219 N. Broad Street, Lancaster, Ohio 43130 or email to bschaade@fcdlibrary.org by Friday, January 19, 2018.